



**Job Location:** 400 Deaderick Street, Nashville, TN 37243

**DHS Program Director 3 – Vocational Rehabilitation Business Services Unit  
(Business Services Unit Director)**

The Department of Human Services mission is to offer temporary economic assistance, work opportunities and protective services to improve the lives of Tennesseans. Our vision is to be a leader in effectively partnering with human service customers in establishing or re-establishing self-sufficiency to create a better quality of life.

The Division of Rehabilitation Services, Vocational Rehabilitation (VR) Program, seeks to provide employment-focused rehabilitation services for individuals with disabilities consistent with their strengths, priorities, and resources. This includes working with individuals and employers – both as VR customers. In addition to meeting the needs of individuals with disabilities, VR is also called upon to meet the needs of businesses in the state through labor market knowledge, economic competency, and employer partnership skills.

Under the general supervision of the Vocational Rehabilitation (VR) Program, the Director of the Business Services Unit is responsible for building long-term relationships with businesses with a presence in Tennessee to meet the individual needs of those businesses while increasing the employment of individuals with disabilities in the competitive integrated labor market. The Business Services Unit Director is responsible for developing and implementing strategies that identify and meet employer needs while providing leadership for a team of professional Business Employment Consultants located across the state.

**Position Responsibilities:**

- Provide leadership, guidance and direction for all VR Business Services Unit operations, functions, and activities. Evaluate and oversee the organization, structure, and staffing of the Business Services Unit to achieve unit and VR program goals including meeting the needs of individuals with disabilities, the business community, and compliance with the requirements of Workforce Innovation and Opportunities Act (WIOA).
- Provide day to day oversight of the Business Employment Consultants including conducting regular meetings and professional development plans and training opportunities for staff.
- Develop and implement innovative education and business outreach plans that targets geographic locations and business industries based on the needs of both VR clients and the business community based on labor market data and employment trends in Tennessee.
- Establish, maintain, and strengthen relationships with state partners including Economic and Community Development (ECD), Department of Labor and Workforce Development (DLWD) and their Workforce Investment Networks, American Job Centers and One Stops across the state.
- Maintain and strengthen relationships and communication with Advisory Councils and Boards specific to the VR Program and represent the Department and the Vocational Rehabilitation program to a variety of audiences across the state and facilitate and maintain contact with stakeholder groups, including the facilitation of regularly scheduled meetings with provider and advocacy associations.

**Position Requirements:**

- Bachelor's degree in business, human resources, training and development, vocational rehabilitation or a related field required. Master's degree preferred.
- 3-5 years professional business experience.
- 1-2 years supervisory experience including experience in leadership practices that values and rewards

inclusion, team work, collaboration, innovation, and performance excellence.

- Proven success in establishing key relationships and exhibiting advanced influencing skills with all levels of management and external stakeholders.
- Flexible work style, ability to handle the pace of the environment with unexpected changes.
- Strong interpersonal, communication, presentation, and listening skills.

#### **Competencies:**

- Business acumen
- Innovation
- Strategic agility
- Directing others
- Collaboration
- Drive for results
- Organization agility
- Political savvy
- Interpersonal savvy
- Customer focus

#### **Information regarding State of Tennessee benefits:**

<https://www.tn.gov/hr/employees1/benefits.html>

#### **How to Apply:**

- Please submit resume and cover letter outlining your related experience to [talent.management.dhs@tn.gov](mailto:talent.management.dhs@tn.gov) by May 8, 2018.

All email submissions must include in the subject line: DHS Program Director 3 – Vocational Rehabilitation Business Services Unit

- **Target Salary: \$75, 000.** Salary will be commensurate with knowledge, skills and experience directly related to this job.

Applicants may be subject to background check.

Any position could ultimately be designated as work from home, mobile work or free address (i.e. Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.)

*Pursuant to the state of Tennessee's policy of non-discrimination, The Tennessee Department of Human Services does not discriminate based on race, sex, color, creed, pregnancy, national or ethnic origin, age, disability or military services—in the admission or access to, or treatment or employment in its programs, services or activities.*